



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy/**RECRUITMENT**
Date: February 17, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 18, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, March 2, 2016**. Applicants will not be accepted after that time and date.

NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Denise Hamilton or Jennifer Sunderland at 217/782-5594.

CET (5 pos)	Project Study Engineer In-Training Region 5/District 8/Program Development Highways Collinsville
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Attachments
40708

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, March 2, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. **NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application.**



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer Trainee (5 positions)/RECRUITMENT	Salary Range:	\$4,275 - \$4,655
Position Title:	Project Study Engineer In-Training	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-58-303-20-01	IPR#:	40708

Office/Central Bureau/District/Work Address:

Division of Highways / Region 5 / District 8 / Bureau of Program Development / 1102 Eastport Plaza Drive - Collinsville, IL

Description Of Duties:

This position is accountable for assisting in and the preparation of Design and Project Reports in order to secure Design Approval for projects on the annual and multi-year improvement program. Design Approval is a pre-requisite to plan preparation and acquisition of right-of-way.

Special Qualifications:

The following criteria is required:

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in Spring 2016)
- Minimum 2.5 cumulative GPA in engineering related courses. (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for Spring 2016 graduates must be provided at time of hire.)
- Valid driver's license

The following criteria is desired:

- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday, subject to variance according to district operational needs.

THIS IS AN ENTRY-LEVEL POSITION THAT IS PART OF A ROTATION PROGRAM

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 2016	POSITION:	Project Study Engineer In-Training
APPROVED BY:	<u>Jeffrey Keirn</u>	DEPARTMENT:	Dist. 8/Program Development Studies and Plans
CODE:	PW110-23-58-303-20-01	REPORTS TO:	Sr. Project Studies Engineer

POSITION PURPOSE:

This position is accountable for assisting in and the preparation of Design and Project Reports in order to secure Design Approval for projects on the annual and multi-year improvement program. Design Approval is a pre-requisite to plan preparation and acquisition of right-of-way.

DIMENSIONS:

Design/Project Reports:	5 to 20 annually
Annual Value of Projects:	\$5 - \$15 Million

NATURE AND SCOPE:

This position reports to the Senior Project Studies Engineer as does the Engineering Studies Manager, Project Study Engineer.

The position will be enrolled in a rotation program and will be assigned to various sections or bureaus in the District. These responsibilities may involve performing various assigned duties within the sections of Programming, Studies and Plans, Project Support, Land Acquisition, Constructions, Materials, Local Roads, Maintenance, Bridges, and Traffic. Upon completion of the rotation program, the District will work with the incumbent to determine a permanent bureau assignment, which will also take into account bureau needs and their staffing levels.

This position is accountable for assisting with the accurate and timely completion of various reports which are a pre-requisite for Design Approval. Such reports include: Feasibility Studies, Corridor Reports, Design Reports, Project Reports, Detour Reports, and Access Study Reports. The incumbent assists the Engineering Studies Manager in the preparation of Design Report developing various alternate locations and treatments. The detail of preparation must be sufficient to provide close approximations of horizontal and vertical alignments, geometrics, right-of-way, access control, detours, and costs. The incumbent is also responsible for preparing Project Reports for widening and resurfacing projects, bridge reconstructions, and intersection improvements. The information developed is used by the District Bureau of Studies & Plans to prepare the Final Design Plans.

In performing the functions of this position, the incumbent deals with ever-changing concepts, policies and procedures which often change the status and requirements of on-going projects.

At public meetings and hearings, the incumbent must communicate with people in all walks of life on an individual basis to explain project requirements and procedures. The incumbent's greatest challenge is the accurate and timely completion of Design/Project Reports containing a recommended cost effective design based upon geometric and engineering considerations, and environmental impacts.

The incumbent is responsible for assisting the Senior Project Studies Engineer and Project Study Engineer(s) in duties related to consultant-led projects. This may entail reviewing man hours for tasks, invoices, agreement paperwork and communicating with the consultant.

The incumbent is also responsible for assisting his/her supervisor with the accurate completion of various aspects of a Design/Project Report. He/she coordinates his/her activities with the activities of the other units of the bureau to assure the timely completion of all projects. He/she may handle coordination with other agencies on project reports.

The incumbent exercises limited latitude in developing Design and Project Report details in accordance with District and Department policies and guidelines.

In completing these functions, the incumbent may deal with the District Bureau of Program Development, the other District Bureaus, the Central Bureau of Design and Environment, and the general public occasionally.

The incumbent is evaluated on the accurate and timely completion of various reports, and on the effectiveness of coordination and communication with other agencies and the public.

PRINCIPAL ACCOUNTABILITIES:

1. The accurate and timely completion of various engineering reports to obtain State and Federal approval.
2. Provide engineering information to Engineering Studies Manager.
3. Assists in managing consultant contracts.
4. Coordinate effectively with outside agencies.
5. Communicate effectively with the public.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.